

California Department of Developmental Services
Disability Advisory Committee (DAC)

Teleconference Meeting Minutes
Wednesday, May 10, 2017
1:30p.m.

Members In Attendance:

Kerri Gavin (SDC), Chair
Alice Lee (HQ- OHRAS), Vice Chair
Ingrid Oliver (HQ), Secretary
Jason Scott (HQ)
Renee Clark (PDC)
Shawna Gregg (PDC)
Maxine Tago (FDC)
Cindy White (SDC)

Guests:

Ebenezer Ampah (OHRAS)
George Mabanglo (OHRAS)
Robin Blackwell (OHRAS)

Absent:

Julia Edwards (HQ)

Kerri Gavin called the meeting to order at 1:33 p.m. and welcomed all members and guests. Introductions were made.

I. Approval April 2017 Minutes

- Kerri made the motion to accept the April meeting minutes, motion to accept seconded by Ingrid. Minutes approved by unanimous vote. The minutes will be posted on the DAC page of the DDS website.

II. Sub-committee Reports

- **DAC By-Laws** – The proposed updated By-laws are with Chief Deputy Director John Doyle at the Director's Office for review. Per Ebenezer, John Doyle is waiting to pass them on to DDS's Office of Legal Affairs for review. Kerry expressed that the delay is hampering other DAC activities.
- **Increase Employee Representation and DAC Membership** – Kerri reported that she and Mike McGrath met to discuss ideas to increase opportunities for all employees to participate in the statewide survey. Kerri expressed that she was told Administration was in charge of the survey and she felt shut down. Ebenezer reported that he communicated to Kerri and JJ Fernandez that bulletins were sent out. Administration is open to providing a room or computer lab for access, creating an environment to make people willing to come and ask questions. It was suggested that

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perhaps change of shift at the DCs would be a good time to catch employees. Information on the statewide survey has been provided monthly in the SDC newsletter, with contact information for Kerri and Cindy. Kerri has been encouraging people to get on the computer and participate in the survey. She has assisted with pulling it up for people. Shawna expressed that she was uncomfortable with inputting information for others. Kerri reported that many employees are scared to use computers, and she has assisted two with the survey. Ebenezer reported that personnel officers would be coming to HQ for their monthly meeting, and it would be a good opportunity to talk to them about getting the word out. Also, DCD is involved in getting the word out at the DCs and CF. Supervisors have been told to allow staff time to complete the survey. Ebenezer suggested that brown bag lunches could be used to provide information, computer access, and ask questions. Kerri expressed that staff at SDC are sick of meetings, and want to get off the grounds for lunch. It is not a good environment now with the looming closure. She feels pushing the survey has been a waste of time for her and Cindy. She will talk with JJ and see about getting a conference room with computer available. Per Ebenezer, all we can do is get the information out. Maxine reported that a flier was passed out with paychecks at FDC. They have a computer lab open and have been getting the word out. Employees will or will not participate, regardless of incentive. No one showed up to the first open lab. Renee reported that they are sending information out, but not getting a lot of activity. Kerri inquired if volunteers were part of the survey. Ebenezer expressed that he did not believe so, but would look into it. 475 responses to the survey have been logged so far.

- **Emergency Evacuation** – George reported that they met with Tamara Rodriguez, Emergency Preparedness and Response Officer (HQ), a few months back, to review the emergency plans for the DCs. Tamara is available as a guest speaker for DAC. Robin reported that per Nicole, some people on the list requiring assistance are no longer with DDS, need to work with Marc Williams to update. Kerri reported that information can be put into the newsletter requesting input and providing direction on where to voice concerns. The suggestion was made to personalize evacuation plans for employees. It was reported that PDC has drills, and a plan is in place. SDC has drills.
- **NEO – Advertise DAC** – Maxine reported that they are waiting on approval of the By-laws.

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- **ADA Picnic** – Ingrid reported that conference room 320 has been reserved for the afternoon following the picnic, from 1:00 to 4:00. Kerri inquired if DAC could meet in the morning prior to picnic, to meet scheduling needs of those members traveling to HQ. Ingrid expressed there may not be time due to picnic activity set up. Ebenezer agreed it is a busy morning. Ingrid will reserve a conference room in the morning, to be available if DAC decides to meet prior to the picnic.

III. Announcements

None

IV. Old Business

- **DAC By-Laws** –As reported in sub-committee report above, the By-laws are still under review.
- **July ADA Picnic** – See above sub-committee report.
- **CalHR Statewide Employee Survey Campaign** – See above sub-committee report.
- **Bring Your Child to Work Event at Headquarters** – Robin reported that there will be a meeting on Monday for wrap up. They had four activities at the event, and used a punch card system to use for prizes. The event went well, but they could have used more hands at the end to help with activities. The activities can be recycled for use at the ADA picnic in July. Signed release forms were obtained to be able to use photos from the event.
- **Fundraising** – Per Ebenezer, he pulled the plug on fundraising related to the survey campaign. He could not obtain a definitive word from Administration on whether or not we could proceed.
- **Membership** – Waiting on approval of By-laws to move forward with increasing DAC membership. Kerri inquired if Ebenezer can send reminders to the Director's Office. He reports that he has, everyone has been busy with the May Revise.

V. New Business

- None

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VI. Open Agenda

- Ingrid reported that she will not be in attendance at the June and August meetings, and needs someone to take minutes. She will send out an email seeking a volunteer. Ingrid also reported that she will not be at the July picnic. Ingrid suggested DAC keep the scheduled July 12 meeting prior to the picnic and use the time for last minute picnic planning and coordination.

Meeting adjourned at 2:19 p.m.

Next Meeting: June 14, 2017

Respectfully submitted: Ingrid Oliver